



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



July 6, 2015

Division Memorandum
No. 129, S. 2015

**DATA MANAGEMENT INFORMATION TECHNOLOGY ORIENTATION
WORKSHOP OF PRIVATE SCHOOLS FOR SY 2015-2016**

To: Heads, Private Elementary and Secondary Schools
School ICT Coordinators/School Registrars

1. The Division Management Information Technology Orientation Workshop of private schools for SY 2015-2016 will be conducted at Systems Plus College Foundation, Balibago, Angeles City on July 16, 2015, Thursday at 8:00 a.m. Registration starts at 7:30 a.m.
2. The school head and ICT coordinator are required to attend the orientation workshop.
3. **Participants are required to bring the following to be used during the orientation workshop.**
 - a. accomplished template (with soft and hard copy) on private schools registry of learners SY 2015- 2016 for the LIS
 - b. school data on Beginning of School Year (BOSY) for the EBEIS.
4. The objectives of the activity are:
 - a. Explain the processes and guidelines in using the EBEIS and LIS for registering, enrolling and updating learners profile;
 - b. Capacitate, clarify and strengthen the roles and responsibilities of the school heads, ICT coordinators/school registrars and teachers in the implementation of the project;
 - c. To provide technical assistance in the use of EBEIS and LIS
 - d. Gather feedback on the current use of the information system and technology in schools.
5. Immediate dissemination of this memorandum is desired.

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